

LIBRARY COPY IV



PARLIAMENT
OF KENYA
LIBRARY

REPUBLIC OF KENYA

PARLIAMENT
OF KENYA
LIBRARY

NATIONAL ASSEMBLY
BOOKLET

1983

Fourth Edition

328-676 of

ROK

PRINTED BY THE GOVERNMENT PRINTER, NAIROBI

CONTENTS

CHAPTER I—RULES OF PROCEDURE

Paragraphs

Entering and Leaving the Chamber	1-10
In the Chamber	11-16
Personal Statements	17
Speaking	18-33
Rules of Debate	34-40
Questions to Ministers	41-50
Motions	51-68
Division	69-76
Amendments	77-83
Orders of the Day	84-87
Financial Procedure	88-92
Bills	93-99
Leave of the House	100

NATIONAL ASSEMBLY

BOOKLET

1983

CHAPTER II—GENERAL

Parliament Buildings—Strangers	1-5
Galleries	6-10
Conference Rooms	11-12
Members' Car Park	13-15
Hazard	16-19
Pigeon-hole	20
Telephones	21
Interviews	22
Claims, Sa	23
Car Advan	24
Secretarial Services	25
Other privileges	26

KENYA NATIONAL ASSEMBLY

Accession: 10013131

Call No: 228-676 04/2012



CHAPTER I—FOREWORD PROCEDURE

This booklet sets out in brief form rules of procedure for the conduct of business in the House and rules for the day to day running of Parliament Buildings. It is not a substitute for Standing Orders, which Members must of course study, if they are to understand Parliamentary procedure.

2. The Speaker will bow at the Bar and on arising will face the House and read a Prayer. **L. J. NGUGI,**
Clerk of the National Assembly.

3. On mounting the dais, the Speaker bows to the Members on his right, and then to the Members on his left. Members should turn slightly towards the Speaker and return his bow. When the Speaker sits, Members sit.

4. At the conclusion of business, Mr. Speaker rises. Members should also rise and return the Speaker's bow.

5. Members remain standing silently in their places until the Speaker is clear of the Chamber.

6. When Members enter the Chamber during a sitting they should halt at the Bar and bow to the Chair. This is a customary practice by which every Member acknowledges with respect the authority of the Chair.

7. A Member must not pass between the Chair and any Member who is speaking; to do this is a show of bad manners.

8. A Member wishing to leave the Chamber should bow to the Speaker on rising from his seat and proceed to the Bar of the House where he should again bow.

9. A Member crossing the floor from one side of the Chamber to the other must pause and bow to the Chair. It is out of order to pass between the Chair and Table, i.e. in front of the Speaker and behind the Clerks.

10. Should Members on opposite sides of the House wish to consult one another, they should withdraw through the main entrance or proceed to the screen behind the Speaker's Chair.

CHAPTER I—RULES OF PROCEDURE

Entering and Leaving the Chamber

1. When the five-minute bell rings proceed with dignity to the Chamber. On the Speaker being announced Members should stop talking and make their way to their places where they should stand in silence. Government on the Speaker's right.
2. The Speaker will bow at the Bar and on arriving at the Table will face the House and read a Prayer.
3. On mounting the dais, the Speaker bows to the Members on his right, and then to the Members on his left. Members should turn slightly towards the Speaker and return his bow. When the Speaker sits, Members sit.
4. At the conclusion of business, Mr. Speaker rises. Members should also rise and return the Speaker's bow.
5. Members remain standing silently in their places until the Speaker is clear of the Chamber.
6. When Members enter the Chamber during a sitting they should halt at the Bar and bow to the Chair. This is a customary practice by which every Member acknowledges with respect the authority of the Chair.
7. A Member must not pass between the Chair and any Member who is speaking; to do this is a show of bad manners.
8. A Member wishing to leave the Chamber should bow to the Speaker on rising from his seat and proceed to the Bar of the House where he should again bow.
9. A Member crossing the floor from one side of the Chamber to the other must pause and bow to the Chair. It is out of order to pass between the Chair and Table, i.e. in front of the Speaker and behind the Clerks.
10. Should Members on opposite sides of the House wish to consult one another, they should withdraw through the main entrance or proceed to the screen behind the Speaker's Chair.

In the Chamber

11. Members must not read extraneous papers, such as newspapers, periodicals etc., in the Chamber unless they are to be quoted in the course of a debate.

12. Conversations between Members are not out of order, but they must be very quiet.

13. Articles such as weapons, walking sticks, umbrellas, fly switches, etc., should not be brought into the Chamber.

14. Members should attend Meetings of the House dressed respectably. Members may wear National costumes established by tradition, or by more recent custom, but not ostentatious headgear or other dress which they do not normally wear.

15. When Mr. Speaker, or the Chairman of Committees, rises to intervene in a debate, Members must be silent. Should a Member, at that time be speaking, or standing, he must sit down. It is out of order to interrupt Mr. Speaker, or the Chairman of Committees while either is speaking, and any Member entering the House at that time must stand in a respectful manner at the Bar until the Speaker, or the Chairman of Committees, has completed what he is saying.

16. Members may draw the attention of the Speaker to any breach of order which the Speaker has overlooked. To do so a Member may interrupt a Speaker with the words, "On a point of order, Mr. Speaker....." The Speaker will then give a brief ruling on the matter.

Personal Statements

17. These provide a limited opportunity for a Member who has been criticized for his conduct or remarks, in the House, to justify his action and to apologize or remove any misunderstanding. Permission to make such a statement must be obtained from the Speaker, who will normally allow it after Question Time.

Speaking in the House

18. Erskine May, who is the authority on all Parliamentary matters, states, "Good temper and moderation are the characteristics of Parliamentary language. Parliamentary language is never

more desirable than when a Member is canvassing the opinions and conduct of his opponents in debate." Most of the rules are plain courtesy or common sense. It is claimed by some that by having to think of them and observe them, one thereby forgets one's anger—or at least is prevented from opening one's speech with a burst of abuse.

19. Members must stand up to speak and address all their remarks to the Chair.

20. They must speak from their own place, except that the Leaders of the Government and the Leaders of the Opposition may speak from the despatch box by their own front bench. It is out of order to read a speech, although there are exceptions to this rule, e.g. initial answers to Parliamentary questions are written, to be both read and delivered to the questioner, and a Government spokesman answering a supplementary question or opening a debate may be permitted by the Speaker to use rather full notes, as he may be giving utterance to authoritative announcements, or dealing with figures or technicalities, which cannot easily be memorized.

21. A Member has a right to be heard without interruption, provided he is not out of order, or irrelevant or repetitive; though inoffensive interjections which do not seriously interrupt his speech are not discouraged. Thus the Speaker has ruled that an occasional interjection may add spice to a debate, but continuous interruption cannot be tolerated.

22. A Member who is speaking may permit interruption by another Member who wishes to elucidate a point. Such Member will attempt to rise with the words, "Will the hon. Member permit me?" or "Would the hon. Member kindly give way?" The Member then speaking will usually resume his seat while the interruptor asks for or gives explanation of a point; but if the hour is late, or if the Member then speaking suspects the other of merely trying to harass him, he may indicate that he is not prepared to give way.

23. A Member speaking may be interrupted at any time on a point of order. The words used are, "Mr. Speaker, Sir, on a point of order". The Member interrupting thus must be certain that his

point is a point of order and not a point of explanation. Points of order may relate either to the propriety of what the Member then speaking has said, or to any other matter which is immediately relevant to procedure (including a proposal to move the closure of a debate).

24. A Member may not speak in a debate until his name has been called out by the Speaker, that is until he has "caught the Speaker's eye".

25. Maiden speeches are given high priority, and are usually treated with special courtesy. The maiden speaker should be congratulated by other speakers following him from both sides of the House.

26. Members may not refer to other Members by name, if it is possible to employ some other means of description. Thus each Member must be distinguished by the Office he holds, by the Constituency he represents or by some such designation as, "The hon. Member who has just sat down," or "The hon. Member who has just spoken so eloquently,". A lady Member should be referred to as, "The hon. and gracious lady, the Member for....."; a Member of the Armed Services as, "The hon. and gallant Member for....."; a Member having legal qualifications as, "The hon. and learned Member for....."; Ministers and Assistant Ministers as "The Minister for Finance" or "The Assistant Minister for Labour". Nominated Members may be referred to as, "The hon. Nominated Member who has just spoken", or "The hon. Nominated Member Mr. X." (In this case his name may be used).

27. Members whose speeches are uninteresting, repetitive or irrelevant will soon find themselves speaking to empty benches, even if not called to order for repetition or irrelevance.

28. Members may only speak once on each question in debate. This excludes matters discussed in Committee or the asking and answering questions. Points of order, Ministerial Statements and Personal Explanations do not come into the category of a debate.

29. No Member other than the proposer and the seconder may speak in a debate until the question has been proposed from the Chair.

30. The occupant of the Chair is addressed as Mr. Speaker, or Mr. Deputy Speaker, as the case may be, or in Committee as Mr. Chairman.

31. Members are expected to observe moderation of language and avoid saying anything which might reflect on another Member's motives, honesty or sincerity.

The Speaker has ruled as unparliamentary and out of order such words as 'Liar', 'Pig', 'Nebulous Nonsense', 'Bumpf', 'Stooge', 'Stupid', and many others.

32. Cries of "Shame", particularly if voiced loudly, are considered to be a gross form of interruption. Cries of "Hear, hear", in moderation, can be used, but when frequent and loud for the purpose of interrupting a speech, they are considered as unparliamentary. Such cries as "Questions", "Order, order", or "Divide", when used in moderation, are permitted by the Speaker.

33. A Member may rise at any time on a point of order and draw the Speaker's attention to the fact that a quorum is not present. A quorum of the House is 30.

Rules of Debate

34. *Personal Interest*.—A Member who wishes to speak on any matter in which he has a personal interest shall first declare that interest.

35. *Relevancy*.—The subject matter of the Motion must be studied, to ensure that speeches are relevant to that subject matter.

36. *Matters Already Decided*.—When a matter has been decided by debate and resolution of the House, it cannot be discussed further in the course of any subsequent debate during the next six months.

37. *Anticipation*.—Matters which are to be the subject of a debate (whether on a Motion or in respect of a Bill) in the near future must not be referred to in a current debate, if such anticipatory discussion can possibly be avoided.

38. *Repetition*.—Members must not repeat, in the course of any one debate, what they or other Members have already said.

39. *Reading Speeches.*—Members are not allowed to read their speeches, except so far as is necessary to refer to notes or to quote brief extracts from documents, though this rule is not applied rigidly to Ministerial statements.

40. *Allegations of Fact.*—Members must not allege specific matters of fact as being true, unless they are prepared to substantiate them by producing some kind of evidence which reasonably justifies such allegations, though not necessarily amounting to strict proof.

Questions

41. Questions may be put to a Minister relating to public affairs with which he is officially connected, to proceedings in the Assembly or to any matter of administration for which he is responsible.

42. A question shall be of a genuinely interrogative character and its purpose shall be limited to seeking information or pressing for action.

43. A question shall not be made the pretext for a debate.

44. Notice of questions shall be given by Members in writing to the Clerk and such notice shall state whether the Member desires an oral or a written answer.

45. Some questions, though put down for oral answer, by their nature require replies of such length or contain so many details as not to be suitable for oral reply in the Chamber. In such a case it is in order for the Minister concerned, at his discretion, to deliver a written answer.

46. After a Minister has read his oral answer a Member may ask supplementary questions for the purpose of elucidating the answer given to the original question, but a supplementary question must be relevant to the original question.

47. At Question Time the Speaker will call the Member by name, whereupon the Member will rise and say, "Mr. Speaker, Sir, Question No.——" (quoting the number of his question as set out in the Order Paper).

48. If a Member is absent when his question is called a written reply will be issued unless the Speaker is satisfied that Member to ask his question for him. In such a case the question will be called again after all other questions on the Order Paper have been dealt with.

49. A question may be withdrawn any time before it is due to be called.

50. Members must study the Standing Orders relating to Questions.

Motions

51. A substantive Motion is a self-contained proposal submitted for the approval of the House and drafted in such a way as to be capable of expressing a decision of the House.

52. Save as otherwise provided by the Standing Orders, notice must be given by a Member of any Motion which he proposes to move.

53. Before giving notice of a Motion a Member must deliver to the Clerk a copy of the proposed Motion in writing and signed by himself. The Clerk submits the same to Mr. Speaker, who may direct that it be altered or that it is inadmissible.

54. When the Motion is approved by the Speaker, the Member gives notice of it by reading it out in the House when the Clerk calls for "Notices of Motions".

55. Motions sponsored by any party shall have precedence over all other Motions on such day or party of any day as the Sessional Committee in consultation with Mr. Speaker may determine; and in such order as that party may determine; and subject thereto.

Motions not sponsored by Government or by any party shall have precedence over all other business in such order as the Sessional Committee in consultation with Mr. Speaker may determine.

56. Having given notice of a Motion, a Member must wait until his Motion appears on the Order Paper before it can be debated. A Motion may be withdrawn by the Member giving notice and notice of that Motion may be given again either by the same or any other Member.

57. No Motion may be moved which is the same as any question already resolved during the preceding 6 months unless the Speaker authorizes a Motion to rescind the decision already taken on that question.

58. A Minister may move a Motion standing in the name of another Minister, but otherwise a Member may not move a Motion of which notice has been given by another Member.

59. If a Member is not present to move his Motion at the time when it appears on the Order Paper such Motion shall not appear again on the Order Paper during the same session except with the leave of Mr. Speaker.

60. The substance of a Motion should be prefaced with such words as:—

“That in the opinion of this House.....”

“That this House approves.....”

“That this House urges Government to.....”

“That this House notes.....”, etc.

“That this House calls upon the Government to.....”

61. A Motion must be seconded, and in order to reserve his right to speak later in the debate the Member seconding may do so by rising in his place and bowing without speaking.

62. A Member having moved his Motion the Speaker, will provided the Motion has been seconded, propose the question by saying, “The question before the House is that.....” (reads out the Motion). When the question has been thus proposed the Motion is open to debate and deemed to be in the possession of the House, and cannot be withdrawn without the leave of the House.

63. Amendments and amendments to amendments can be proposed during the course of the debate. (See paragraph 79–85.)

64. Only one question should be before the House at one time. The House, therefore, has to dispose of other amendments before assuming the debate on the original or amended Motion, as the case may be.

65. If the Motion has been amended, the Speaker proposes the question in its new form before the debate continues.

66. Any Member who has not spoken to the original Motion can take part in the continued debate even though he has spoken to the amendment, unless the Speaker has ruled that the Motion and amendment should be debated together.

67. Before the debate finishes, the Mover of the original Motion has the right to reply.

68. A Member is not restricted to the number of times he may speak to a Motion in Committee, although there is just one exception, and that is in Committee of Ways and Means when he is allowed to speak only once unless he is the mover of the Motion.

69. When the debate is concluded, the Speaker puts the question and a vote is taken. The question is put in the following words:—

“Will as many as are of that opinion say ‘Aye’.”

“As many as are of contrary opinion say ‘No’.”

The Speaker must then collect the voices and decide whether the “Ayes” or “Nos” have it:—

He will then pause and if no one objects and cries, “Divide” he will say—

“Yes, they have.” and that is the end of the matter.

Division

70. A Division is taken if a Member claims a division and—

(a) Mr. Speaker considers there is reasonable doubt as to the outcome; or

(b) twenty or more further Members rise to support the Member claiming a division, and the question is not merely one of procedure; or

(c) the Constitution requires the question to be carried by a certain majority.

71. When Mr. Speaker directs a division to be taken, the division bell is to be rung for five minutes.

72. Two tellers for the “Nos” and two tellers for the “Ayes” are to be named.

73. At the end of five minutes Mr. Speaker orders the doors to be locked and the bar drawn. No Member may thereafter enter the House.

74. Mr. Speaker then announces the names of the Tellers and says:—

“‘Ayes’ to the right and ‘Nos’ to the left—proceed to a division.”

75. The Clerks and Tellers tick off each Member’s name on a list as he files past.

76. No Member shall be obliged to vote in a division, but those present but not voting shall record their names with the Clerk.

77. The result of the division is announced by the Speaker.

78. A Member who has a direct pecuniary interest in the matter which is the subject of a division cannot vote.

Amendments

79. A proposal before the House may be agreed to or negatived as it stands, or it might be agreed to if it were altered in some way by means of an amendment. This procedure is applicable to Motions and Bills.

80. Every amendment must be relevant to the question which it proposes to amend.

81. No amendment is permitted if it implies a direct negative of the original proposal, or elimination of its main purport. The correct way of expressing a contrary opinion is by voting against the Motion.

82. An amendment may be moved at any time after the original Motion has been proposed and before the final question has been put. Any amendment proposed in the House must be seconded unless it is an amendment in Committee.

83. Unlike the seconder of a substantive Motion (*see* paragraph 59 above), the seconder of an amendment cannot second formally by bowing and thereby reserve his right to speak later. If he wishes to speak to the amendment he must do so at the time he seconds the amendment.

84. An amendment may take one or other of the following forms:—

- (a) Leaving out certain words;
- (b) Adding or inserting certain words; or
- (c) Leaving out certain words and adding or inserting others.

An amendment must be handed to the Clerk in writing before it is moved.

85. An amendment to a Bill in Committee must be notified to the Clerk, in writing, before the commencement of the sitting at which that Bill is to be considered, unless it is moved by the Member in charge of that Bill. An amendment to an amendment in Committee may, however, be moved on delivering it, in writing, to the Chairman at that time.

Orders of the Day

86. An Order Paper is prepared by the Clerk and shows the business to be placed before or taken by the House, and the order in which it is to be taken. It is, in fact, the agenda for the day.

87. Each day, after Prayers have been read, the House proceeds with the Orders of the day as follows:—

- (a) Matters other than business—
 - (i) Administration of Oath.
 - (ii) Communications from the Chair.
 - (iii) Petitions.
 - (iv) Papers.
 - (v) Notices of Motions.
 - (vi) Questions, of which notice has been given.

(b) Business as set down on the Order Paper.

88. Business is disposed of in the sequence in which it stands on the Order Paper, or in such other sequence as Mr. Speaker may, for the convenience of the House, direct.

89. The Government have the right to have Government business placed on the Order Paper in such sequence as they desire. However, on every Friday on which the House sits business other

than Government business has precedence (save over business of the Financial Statement and the Annual Estimates) and it is on this day that Private Members' Motions are taken. The order of precedence for Private Members' Motions is determined by a Committee of the House known as the Sessional Committee.

Financial Procedure in the House

90. The Annual Estimates (prepared by the Treasury) will be laid on the Table during May.

91. The Minister for Finance will make his Budget Speech as soon afterwards as possible, at the same time announcing his taxation measures for the coming financial year which commences on the 1st July.

92. Ministers will require money to run their ministries as soon as the new financial year commences. This leaves very little time for the House to sit and debate the Estimate Heads, but to overcome that difficulty a system known as the "Vote on Account" has been introduced.

93. Shortly after the Budget Speech, which the House will debate for seven days, the Minister for Finance will present his "Vote on Account" and move a Motion asking the House to vote approximately half the total amount each Ministry requires for the ensuing year. By tradition this is agreed to by the House without debate, ample opportunity being given to Members to debate the Estimate Heads later. Twenty days are, in fact, allotted for this purpose. These days are known as "Allotted Days" any Estimate Heads which have not been debated and passed by the House come under "the Guillotine" and are automatically passed.

Bills

(As these notes are brief, the chapter on Bills in Standing Orders must be read.)

94. Bills are draft legislation for consideration by the Assembly. After being assented to by H.E. The President they are called Acts of Parliament.

95. Each Member will receive a copy of all Bills which are for introduction in the House.

96. A Bill passes through several stages. They are:—

(a) First Reading—to draw Members' attention to the Bill.

(b) Second Reading—Members discuss the principles of the Bill.

(c) Committee Stage—The Bill is considered clause by clause.

Members may propose amendments. (See paragraph 80 above.)

(d) Report Stage—The Committee inform the House of their consideration of the Bill.

(e) Third Reading—Members may again debate the principles of what is already in the Bill but further amendments should not be proposed.

97. When a Bill has passed its third reading in both Houses, it shall be sent by the Clerk to the President for his assent.

98. Not more than one stage of a Bill may be taken on the same day without the leave of the House.

Leave of the House

99. Where, in accordance with Standing Orders, any procedure requires "the leave of the House", that means there being no objection by any Member, either with the sympathy of Mr. Speaker or with the support of the other Members.

CHAPTER II—GENERAL

Parliament Buildings

1. Rules regulating the admission and conduct of strangers have been made by the Speaker and must be studied carefully by all Members.

2. "A Stranger" means any person who is neither a Member nor an officer of the Assembly.

3. No stranger may enter or remain in the Members' car park unless accompanied by a Member or officer of the Assembly. No stranger may enter the building or gardens otherwise than through the main entrance, beyond which he should not proceed unless accompanied by a Member or officer, or unless he is in possession

of an Entry Pass. No person under the age of 12 years shall be taken into the Lounge or Dining Room. No stranger, even if otherwise qualified, shall be admitted to the Lounge, Dining Room or Speaker's Gallery unless he or she is properly dressed. This means a clean shirt and tie in the Speaker's Gallery, long trousers, socks and shoes, service uniform or decent national dress for men and an equivalent standard for women (with hats optional).

4. Members are responsible for the behaviour of all strangers whom they introduce to the buildings or gardens.

5. Members are required to pay, promptly, all catering accounts, and the Speaker has power to enforce payments by attachment of salaries and allowances.

Galleries

6. No stranger shall be admitted to the Speaker's Gallery without an admission card signed by a Member or senior officer.

7. As there are only a limited number of seats in the Speaker's Gallery and Member desiring to introduce a guest must consult the Serjeant-at-Arms well beforehand.

8. Admission to the Public Gallery of the House is obtained by a card issued direct to the public awaiting entry. These seats cannot be reserved.

9. No person under the age of 12 shall, without special permission, be admitted to the Galleries.

10. Special permission is accorded to all Members of the Commonwealth Parliamentary Association to use the Lounge, Dining Room, Library, Smoking Room and gardens at any time.

Conference Rooms

(See Speaker's Rules.)

11. These are available for Parliamentary Group meetings but they must be looked beforehand with the Serjeant-at-Arms.

12. Conference Rooms shall not, without special permission, be used for meetings attended by strangers.

Member's Car Park

(See Speaker's Rules.)

13. Entry to the Members' car park at Parliament Buildings is restricted to vehicles bearing the authorized car park pass. Such a pass may be obtained from the Serjeant-at-Arms.

14. Vehicles of political organizations will not, under any pretext be allowed in the car park.

15. Members carrying guests in their cars into the car park must escort them personally into Parliament Buildings or else leave them in the car. They must not stand or walk about in the car park unescorted.

Hansard

16. Typed scripts of Members' speeches will be placed in their pigeon-holes as early as possible after they have spoken, although in some cases this may not be until the following morning.

17. Members may make alterations to the grammar or punctuation of their speeches or fill in inaudible gaps, but they may not re-write the speeches or alter the sense of what they have said.

18. Corrected speeches should be handed back to the Editor of Hansard or placed in a Dip in the television room.

19. Any speeches not returned by the following afternoon will remain uncorrected in the printed Hansard.

Pigeon-holes for Members' Correspondence

20. These are situated in the new wing, ground floor in Parliament Buildings. They are in alphabetical order and all Members' correspondence will be placed in them.

Telephones

21. While Members may make local telephone calls from the telephones in Parliament Buildings, they should restrict these to a minimum and may only make them on matters connected with the business of the House. Trunk calls if made must be paid for.

Interviews

22. Members should not encourage constituents to interview them at Parliament Buildings as space is very limited and Interview Rooms are not available. They may, however, meet constituents in the Interview Room in the garden behind the Chamber by arrangement with the Serjeant-at-Arms.

Claims

23. Members submitting claims for Attendance, Subsistence and Travelling should do so on the prescribed form. The applicable rates are shown on the reverse of the forms.

Salaries and Constituency Allowance will be paid by the end of the month.

Car Advances

24. Advances for the purchase of motor vehicles will be made through the National Bank of Kenya. Advances will be limited to £900 recoverable over 36 months. A Member will be obliged to sign an agreement undertaking to hand over to the Clerk any vehicle bought under this scheme, in the event of (a) him leaving the Assembly before the advance is paid off or (b) failing to pay an instalment when it became due.

Secretarial Services

25. Secretarial Services are afforded Private Members in the typing pool office.

Other privileges—

(a) Free stationery is supplied to Members on request.

(b) Official Gazettes, Papers, Bills and Hansard are distributed to Members free of charge.

(c) Members enjoy the amenities of the restaurant, bars, etc., for their use at Parliament Buildings; also

(d) The facilities and services of the Parliamentary Library.

Interviews

22. Members should not encourage constituents to interview them at Parliament Buildings as space is very limited and Interview Rooms are not available. They may, however, meet constituents in the Interview Rooms in the garden behind the Chamber by arrangement with the Serjeant-at-Arms.

Claims

23. Members submitting claims for Attendance, Subsistence and Travelling should do so on the prescribed form. The applicable rates are shown on the reverse of the forms.

Salaries and Constituency Allowance will be paid by the end of the month.

Car Advances

24. Advances for the purchase of motor vehicles will be made through the National Bank of Kenya. Advances will be limited to £900 recoverable over 36 months. A Member will be obliged to sign an agreement undertaking to hand over to the Clerk any vehicle bought under this scheme, in the event of his leaving the Assembly before the advance is paid off or for failing to pay an instalment when it became due.

Secretarial Services

25. Secretarial Services are afforded Private Members in the typing pool office.

Other privileges—

- (a) Free stationery is supplied to Members on request.
- (b) Official Gazettes, Papers, Bills and Hansard are distributed to Members free of charge.
- (c) Members enjoy the amenities of the restaurant, bars, etc., for their use at Parliament Buildings; also
- (d) The facilities and services of the Parliamentary Library.